



Community Center Renter Requirements 207 E Gilmer Street, Big Sandy TX 75755

1. A rental agreement must be signed by the renter(s) prior to the event which acknowledges receipt of the Big Sandy Community Center Requirements and Rules. The renter(s) signing the agreement must provide a valid state-issued driver's license or photo identification card (which will be copied) and will be responsible for any damages to the community center, equipment, or surrounding grounds.
2. Renter(s) will gain access to the community center through a digital lock located on the west side of the community center. A **digital door code** will be texted to you approximately 12 hours before your event. If you have questions about using the code, call City Hall during business hours. If you call a City representative to unlock the Community Center when City Hall is closed, \$50.00 will be retained from your security deposit. The door code will not be issued without a signed rental agreement, proof of a valid state issued driver's license or identification card, and payment of the \$100 security deposit and the rental fee.
3. You must be 21 years of age or older to rent the Big Sandy Community Center.

Community Center Rules

Renter(s) and their guests or anyone they permit on the premises of the community center during their rental must abide by these rules:

1. The following Fire Prevention procedures shall be observed at all times:
 - a. The use of pyrotechnics, smoke generating devices, and fog machines are prohibited.
 - b. At no time shall fire protection devices be rendered unusable, including the blocking of fire extinguishers, the covering of or removal of batteries from smoke detectors.
 - c. Marked exits shall not be blocked.
 - d. No propane tanks are allowed.
 - e. No smoking is allowed inside or within 15 feet of any entrance.
2. Music is **ONLY** allowed inside the community center and **ONLY** until 12:00 midnight.
3. Animals are strictly prohibited except for service animals.
4. Alcoholic beverages are strictly prohibited.
5. Unauthorized intoxicants, drugs, controlled substances and firearms are strictly prohibited.
6. All kitchen equipment and supplies, tables, chairs and all other equipment in the Center are property of the City of Big Sandy and shall not be removed or moved outdoors at any time.
7. 3M COMMAND OR SCOTCH WALLSAVER REMOVABLE TAPE is the *only* product allowed for attaching decorations to the walls, windows and ceiling. No nails, tacks, or adhesive tape are to be used.
8. Renter(s) are responsible for all set-up and take-down of chairs. Tables should be left set-up.
9. Renter(s) are responsible for leaving the Community Center and the surrounding grounds in a clean and sanitary condition as outlined in the Application for Reservation/Rental Agreement. The City provides a broom, mop and dust mop for clean-up. Renter(s) must provide all other cleaning supplies.
10. The City is not responsible for lost, damaged or stolen personal items during the rental period.

Renter(s) are responsible to contact the City at 903.636.4343 during business hours or at 903.720.9948 after hours if they have additional questions.



Community Center Application for Reservation/Rental Agreement

Applicant Name:	Last:	First:
Phone #:	Home:	Cell:
Address:	Last:	First:
Email Address:		DL#

(A valid state-issued driver's license or photo identification card is required. Renter must be at least 21 years of age.)

Date of Event:	Day of Week:
Time bldg. will be opened:	Time bldg. will be closed:
Description of Event:	# of Guests Expected:

(Earliest opening time is 7 AM every day. Latest end time is 1 AM every day.)

I AM MAKING APPLICATION TO RENT THE BIG SANDY COMMUNITY CENTER AND HAVE READ AND AGREE TO THE COMMUNITY CENTER RULES AND THE FOLLOWING:

CAPACITY: The Community Center has a seating capacity with tables for approximately 100 people. Seating without tables expands the capacity to approximately 125 people.

PARKING: *Parking is limited.* Guests may use the vacant area east of the Fire Department for overflow parking. In the event of an emergency, the Fire Department needs immediate access to their vehicles and equipment. Therefore, any vehicles parked in *front* of the Fire Department will be towed at the owner's expense.

SECURITY: At the city's option and at the renter's expense, the renter may be required to provide one or more police officers as may be determined by the occasion or the attendants. The City shall make this determination after reviewing the application for reservation. If the renter desires police supervision, arrangements must be made in advance with the Big Sandy Police Department and additional fees will apply.

DECORATING: 3M COMMAND OR SCOTCH WALLSAVER REMOVABLE TAPE is the *only* product allowed for attaching decorations to the walls, windows and ceiling. No nails, tacks, or adhesive tape are to be used. The expense to repair any damage caused by decorating will be deducted from your security deposit.

BACK-TO-BACK RENTALS: On some occasions, there may be reservations on a Friday/Saturday or Saturday/Sunday. In this event, the caretaker cleaning up after the previous day's event may affect the second day's rental. The caretaker comes early in the morning and may be cleaning the center until approximately noon on the second day.

MUSIC: Music is permitted inside the building only and can only be played until 12:00 midnight. Renter(s) should be sure to inform the band, DJ, etc. of this rule prior to the event.



Community Center Application for Reservation/Rental Agreement

TABLES/CHAIRS/EQUIPMENT: Tables and chairs will be provided at no cost to the renter. The Renter is responsible for set-up and take down of all chairs. All tables should be left set-up after the event. If more tables and/or chairs are needed for an event, the renter is permitted to bring their own. The City is NOT responsible for any items left on the premises after an event.

The City provides the following equipment:	
Item	Quantity
• Chairs, metal	118
• Chairs, plastic	30
• Table, 8' plastic, white granite	2
• Table, 8' plastic, black	4
• Table, 6' plastic, white granite	2
• Table 6' plastic, black	3
• Podium	1

KITCHEN: There is a stove, sink, microwave and refrigerator available for use. The renter is responsible for cleaning and emptying these items if they are used. Any food left on the premises will be discarded and any needed clean-up may result in a deduction from the security deposit.

SECURITY DEPOSIT: All Renter(s) are required to pay a \$100 Security Deposit, which is eligible for refund if the following criteria are met:

- there are no damages to the community center, equipment, or the surrounding grounds and the thermostat has been turned off
- clean-up of the community center and the surrounding grounds is satisfactory

On the next business day after the rental, the City will inspect the community center and determine if there are any damages and/or if the clean-up is satisfactory. If repairs must be made or additional clean-up is needed, these cost(s) will be deducted from the security deposit. In the event that the costs for repair or additional clean-up exceed the security deposit, the renter will be responsible and billed accordingly.

The City will notify the renter if all or part of the security deposit will be refunded or if they will be billed any additional fees.

RENTAL FEES: The basic rental time for use of the Community Center is eight (8) hours which includes the time used for decorating, preparation, and clean-up after the event (from the time the building is opened until the time it is closed) for \$80.

If your event will require more than 8 hours the day of the event, the charge is \$15 per additional hour and is in addition to the basic rate. Rental hours must be consecutive. If you come in several hours for decorating, leave, and then come back for the event, you will be charged for the entire time. For example, if a renter opens for decorating at 10 AM, leaves at noon, comes back at 4 PM to start their event and the event ends at 10 PM, the cost will be calculated from 10 AM until 10 PM for a total of twelve (12) hours.

The earliest opening time is 7 AM and the latest close time is 1 AM.



Community Center Application for Reservation/Rental Agreement

CANCELLATIONS: *Cancellation can include changing the agreed date to another.*

If cancellations are made 7 days before the event, the security deposit and rental fee will be refunded.
If cancellations are made less than 7 days before the event, the security deposit and 50% of the rental fee will be refunded.

RENTER RESPONSIBILITIES:

- The renter or their designee must be present at all times for the duration of the rental period.
- After the event:
 - All personal property must be removed.
 - **The Community Center and the grounds around the center must be completely cleaned. The City provides a broom, mop and dust mop which are located in the Supply Closet. Renter(s) must provide all other cleaning supplies.** Cleaning includes but is not limited to:
 - ALL tables, chairs, counter-tops, sink, microwave, refrigerator and stove are sanitized with a disinfecting cleaner
 - Bathrooms: toilets are unclogged; floors, mirrors, sinks and toilets are sanitized
 - Floors: all floors (including the bathrooms) are swept and mopped
 - Walls: all decorations are removed
 - Trash: Two 30-gallon trash liners provided; please bring additional liners if needed. After the event, all trash must be picked up, trash cans emptied, and trash properly disposed of
 - Locks: Front Door is dead bolted and Side Door is closed (locks automatically)
 - Damages: the renter must notify the City of any damages incurred to the facility, equipment or the grounds around the center within 48 hours.
- **I understand that my application to rent the Big Sandy Community Center does not in any way imply that the City of Big Sandy endorses, encourages or approves my purpose for renting the facility.**
- **I understand that The City of Big Sandy is not responsible for lost, damaged or stolen personal items during my rental period.**
- **I understand and agree that I am fully responsible for any damages incurred to the facility, equipment or grounds around the Community Center during my rental period. I understand and agree that the return of the Security Deposit is based on the condition I leave the Community Center in. If there are any damages and/or clean-up is not satisfactory, these cost(s) will be deducted from the deposit.**
- **I agree that neither I, nor any others I permit to be on the premises during my rental period, will do anything on the premises that violates any city ordinances or state laws.**
- **I agree that I, and any others I permit to be on the premises during my rental period, will abide by all the rules as listed in the Big Sandy Community Center Requirements and Rules and the Big Sandy Community Center Application for Reservation/Rental Agreement.**

Renter's Signature

Date

Application is:

Approved

Denied

City of Big Sandy

Date



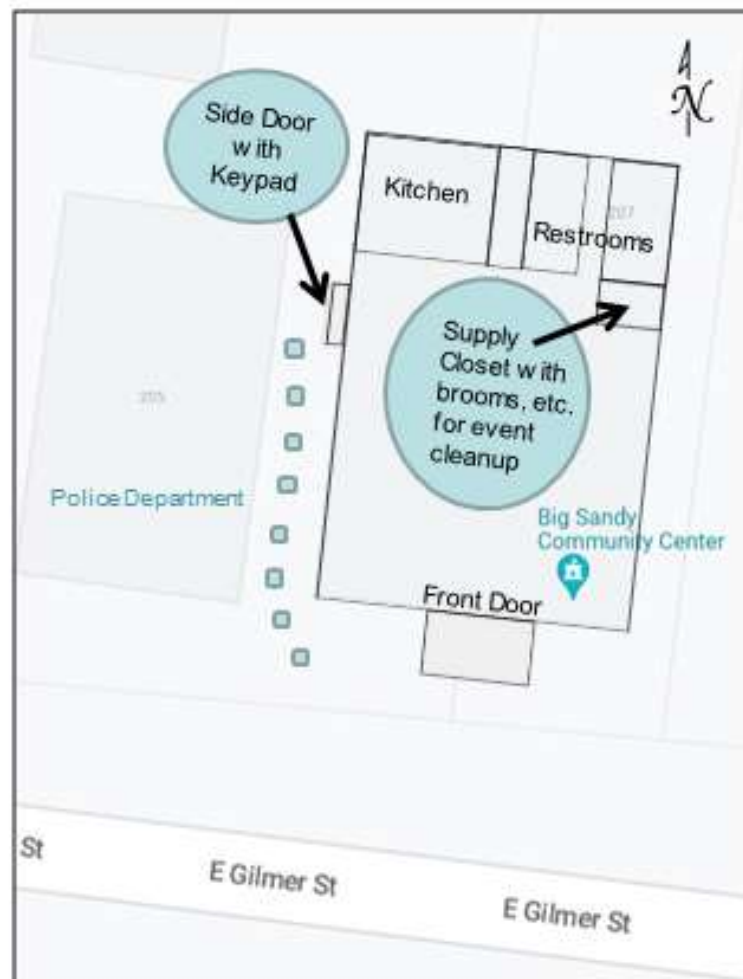
Community Center Digital Lock and Cleaning Supplies

Digital Lock & Door Code: You will gain access to the community center through a digital lock located on the west side of the community center. A **digital door code** will be texted to you approximately 12 hours before your event. If you have questions about using the code, call City Hall during business hours at 903.636.4343. If you call City Representatives to assist you with unlocking the building after hours, \$50 of your security deposit will be retained by the city.

To access the digital lock, you will walk along the left side of the building on the flagstones. The digital code should be entered on the keypad on the doorknob. Once inside the building, you may walk through and open the Front Doors by turning the dead bolt knob. To lock the building after your event, turn the Front Door dead bolt back to the locked position, and exit the building by the Side Door.

CLEANUP AFTER YOUR EVENT: All cleaning supplies are located in the Supply Closet (see diagram).

Big Sandy Community Center Diagram





Community Center Security Deposit Refund Form

	DATE PAID:	RECEIPT #:	FEE PAID
Security Deposit:			
Rental Fee:			
TOTAL FEE:			

Community Center Clean-Up Checklist

<u>Item</u>	<u>Satisfactory</u>	<u>Not Satisfactory</u>	<u>Comments</u>
• Bathrooms			
• Floors			
• Walls			
• Trash			
• Locks			
• Refrigerator			
• Sink			
• Stove			
• Countertops			
• Keys/Locks			

Community Center Equipment Checklist

<u>Item</u>	<u>Quantity Before Event</u>	<u>Quantity After Event</u>	<u>In Acceptable Condition</u>
• Chairs, metal	118		
• Chairs, plastic	30		
• Tables, 6' plastic, white	2		
• Tables, 8' plastic, white granite	2		
• Tables, 6' plastic, black	3		
• Tables, 8' plastic, black	4		
• Podium	1		

Inspection Date: _____ Renter eligible for Security Deposit Refund: YES or NO

Comments: _____

Inspected By: _____ Deposit Refund Date _____

Deposit Refund Receipt: _____

Printed Name

Signature